

**Instructions for Request for Records in Accordance with
the Freedom of Information Act**

Anyone making a request for records in accordance with the Freedom of Information Act need only complete the first three sections of the form: the public record you wish to inspect/copy/certify, whether the material will be used for commercial purpose, and the name of the requestor. All other information is completed by Village Police Department personnel.

REQUEST FOR RECORDS IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT

I am requesting to inspect/copy/certify the following public records:

PLEASE BE SPECIFIC:

Will this material be used for commercial purpose? Yes / No

NAME OF REQUESTOR (Please Print)

Address

Phone

The charge will be \$.18 per page in advance of copying. Certification of documents is an additional \$5.00 fee.

Request received by Title Department Date

A response to your request will be made within 7 working days of receipt of this request.

Please return with your copy of this request on

A RESPONSE TO YOUR REQUEST FOR _____ RECORDS HAS BEEN EXTENDED FOR 7 WORKING DAYS, UNTIL _____ FOR THE FOLLOWING REASON(S):

RESPONSIBLE FOR EXTENSION

TITLE

DATE

Your request to inspect/copy _____ record(s) has been approved.

Number of copies at \$.18/page = Copying fee

Certification fee

Total fee

I acknowledge that I have received access to records as requested.

SIGNATURE

DATE

Your request to INSPECT/COPY _____ RECORD(S) HAS BEEN DENIED for the following reason(s):

Responsible for APPROVAL/DENIAL

TITLE

DATE

YOU HAVE THE RIGHT TO APPEAL THIS DENIAL TO THE HEAD OF THIS PUBLIC BODY. YOUR SIGNATURE WILL BE DEEMED AND APPEAL:

SIGNATURE

DATE

Your request on appeal has been _____ APPROVED. Your records will be available _____

_____ DENIED, for the following reason(s):

You have the right to appeal this decision to the Circuit Court of DuPage County.

Head of Public Body

Title

Date